
CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE POLICY
No. 2010-AP-13

WORKPLACE VIOLENCE POLICY

I. AUTHORITY:

Article VIII of the City's Home Rule Charter ("Charter"), as adopted in 2008, identifies the City Manager as being responsible for the proper administration of all affairs of the City. Specifically Section 8.4 (b) of the Charter grants the City Manager powers and duties including supervising and overseeing all aspects of City functions and activities, service contracts and personnel and departments that report to the City Manager.

In addition, Ordinance No. 2010-O-06, an ordinance amending Article 2 of Chapter 2 of the City's Municipal Code, provides further authority to carry out the administrative affairs of the City. Section 2-2-130 (b)(6) of Ordinance No. 2010-O-06 describes the responsibilities and duties of the City Manager concerning all personnel policies and states the City Manager shall be authorized to promulgate administrative policies, including personnel policies, consistent with federal, state and local laws subject to ratification of the policy by the City Council.

All personnel policies are developed in accordance with federal, state, and local laws. Any changes to federal, state, or local laws affecting the City's personnel policies will be amended in such policies as necessary.

II. PURPOSE OF POLICY:

To establish policies and procedures to prevent or minimize the potential for workplace violence.

III. SCOPE:

This policy applies to all City employees, excluding Elected Officials unless otherwise provided by Council policy or law.

IV. DEFINITIONS:

Violence – is the infliction of any bodily injury or harmful physical contact or the destruction or abuse of property. Examples of violent acts include, but are not limited to, intimidating, threatening or hostile behaviors; physical abuse including intentional bodily injury and homicide; damage or destruction of City of Centennial property; unlawful use or unauthorized carrying of weapons; and other acts which are inappropriate in the workplace.

City of Centennial employees, personal acquaintances, or the general public may be responsible for committing workplace violence.

Threats – are a declaration of an intention or determination to inflict violence at a City of Centennial workplace or to a City of Centennial employee. Threats may be direct, conditional, or veiled. City of Centennial employees, personal acquaintances, or the general public may be responsible for committing workplace violence.

Bullying – involves repeated acts over time attempting to create or enforce one group or person's power over another group or person. Bullying consists of three basic types of abuse – emotional, verbal, and physical. City of Centennial employees, personal acquaintances, or the general public may be responsible for committing workplace violence.

Intimidation – is the act of making timid or fearful or of deterring by threats. City of Centennial employees, personal acquaintances, or the general public may be responsible for committing workplace violence.

V. POLICY:

The City strictly prohibits and will not tolerate violence, threats, bullying, or intimidation in the workplace. Individuals who engage in such conduct may be immediately removed from the premises and may be subject to discipline, up to and including termination of employment where appropriate.

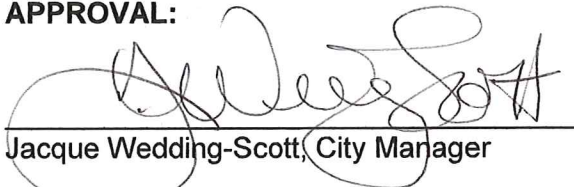
We must all cooperate in assuring a safe workplace. If you are the target of violent, threatening, or intimidating conduct, or if you observe such conduct, you must report it to any supervisor or manager.

You should call 911 for police assistance if you observe or are the target of violence or threats of violence that require an immediate response.

VI. EFFECTIVE DATE:

This policy shall be effective upon signature.

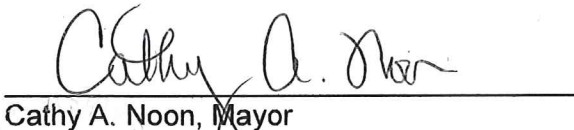
VII. APPROVAL:


Jacquie Wedding-Scott, City Manager

3.15.11
Date

VIII. RATIFICATION:

RESOLUTION NO. _____


Cathy A. Noon, Mayor

3.21.11
Date

ATTEST: 
City Clerk or Deputy City Clerk